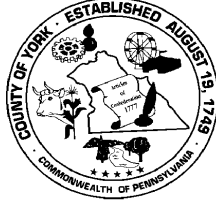


OFFICE OF THE PROTHONOTARY

Of York County

Pamela S. Lee
Prothonotary
Billie Jo Bones
Deputy Prothonotary
Gregory E. Gettle
Solicitor



York County Courthouse
45 North George Street
York, Pennsylvania 17401
Telephone (717) 771-9611

To Customers Requesting Subpoenas:

Please be aware of the following rule in reference to requests for the signing and sealing of subpoenas to produce documents for either civil or family court cases. In accordance with Rule 4009.22 of the Pennsylvania Rules of Civil Procedure the following items must be filed before a subpoena can be issued (sealed) by our office:

a Certificate Prerequisite to Service of a Subpoena,
a dated copy of the Notice sent to the other party,
a copy of the subpoena (unsealed).

The subpoena included with the Certificate Prerequisite must be completed in its entirety so that it is identical to the subpoena which will be issued except for our seal and signature. Please note that a subpoena cannot be issued until 20 days after the date on the Notice and only if no objections to the subpoena have been filed.

You can file your paperwork in one of two ways. You can send us the Certificate, the Notice and the subpoena copy at the same time you send it to the other party and then send the actual subpoena to be sealed with payment after 20 days have passed, or you can send everything to the other party, wait the 20 days and then send all of the above to our office with the actual subpoena and payment.

If a Certificate Prerequisite to Service of a Subpoena, the Notice and the sample subpoena are not filed or included, and if 20 days from the date on the notice have not passed, we will have to return the unsealed subpoenas and the payment. If payment for many subpoenas has been included in one check, we will have to return the check even if some of the cases have the above items filed. In order to avoid this inconvenience, you may want to include a separate check for each case.

Please note that a Certificate Prerequisite to Service of a Subpoena is not needed for a subpoena to attend and testify. Also, subpoenas to produce documents are not allowed in Custody cases. Please call me if you have any further questions.

Sincerely,

Pamela S. Lee
Prothonotary of York County